



USING THE PAYBACK INFORMATION MANAGEMENT SYSTEM (PIMS): EMPLOYERS

What is the Rehabilitation Long Term Training Program?

The U.S. Department of Education, Rehabilitation Services Administration awards Rehabilitation Long Term Training (RLTT) grants to universities to fund scholars who are preparing to provide vocational rehabilitation services or work in various fields of rehabilitation. Scholars who receive funding are required to complete a service obligation for two years for each year of support received, or repay all or part of the cost of such assistance. Scholars fulfill their service obligation by obtaining qualifying employment in a public or private rehabilitation agency, state-federal programs of vocational rehabilitation (VR), supported employment, independent living, or a related agency working under a formal or informal agreement with the state VR agency.

Eligible employment must occur in 1) a state vocational rehabilitation agency or related agency as defined in §386.4 of the program regulations; 2) the field of study for which training was received, or where the field of study is directly relevant to the job functions performed.



What is the Payback Information Management System (PIMS)?

The PIMS is responsible for tracking the service obligation of scholars funded by RLTT grants. Scholars are required to report their employment information to PIMS annually. The PIMS sends emails requesting that scholars' employers verify their information.

Why Do Scholars Need Their Employment Verified in the PIMS?

Employers are asked to verify scholars' employment information to ensure it is accurate and complete. Scholars will not receive credit towards their service obligation unless their employment is verified in the PIMS by their employer. *If a scholar fails to fulfill his or her service obligation, he or she must repay the amount of scholarship assistance not satisfied through employment.* Thus, it is critical that employers verify scholars' employment. For more information on the service requirements for scholars, please visit the [PIMS website FAQs](#).



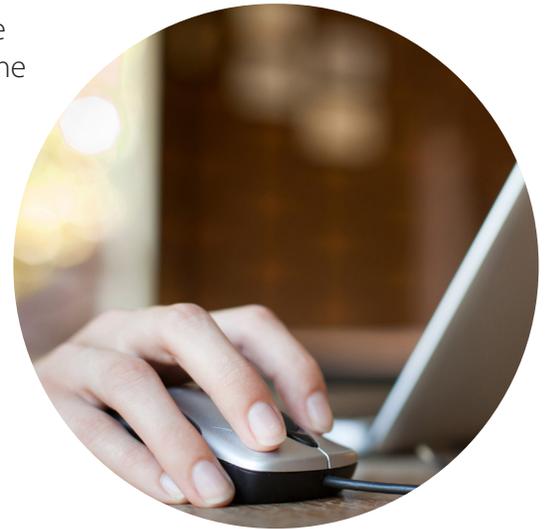
How Do You Use the PIMS?

When scholars submit their employment information into the PIMS, an email is sent from RLTTHelpDesk@ed.gov to the scholar's university to determine whether the employment meets the eligibility criteria. If approved, an email is sent to either the scholar's Human Resources Official, their supervisor, or both contacts as designated by the scholar. If the email is sent to both contacts, only one person must verify employment. As an employer contact, please check your junk mail and spam for any missed messages and make sure that RLTTHelpDesk@ed.gov is on your approved receiving mail list.

Upon receiving the employment verification email titled, "Verification of Employment to Fulfill Service Obligation – [Scholar's Name]," please read the directions in the email and then click the unique link in the third paragraph that will take you to the employment verification page for the scholar. The link will expire 30 days from when it was sent.

After clicking the link in the employment verification email you will be directed to "Rules of Behavior" page on the PIMS website. Please use the following directions to verify employment:

- 1** Please read through the "Rules of Behavior," check the box next to "I agree to the terms," and then click the Submit button at the bottom of the page.
- 2** On the next page, you will find the contact information for the organization as well as the contact information for you as either a Supervisor or HR Official. Please verify that everything is correct, enter your name at the bottom of the page in the box under "Name of person completing this form:" and click Submit.
- 3** After clicking Submit, you will find a list of questions that the scholar has answered. Please choose *Agree* or *Disagree* for each question. At the bottom of the page, please read the certifying statement, check the box next to the statement, and click Submit.
- 4** If you disagreed with any of the statements, you will be taken to another page, Employment Verification Page 3, to explain why you disputed the scholar's information. The scholar will receive an email noting that the information has been disputed so that the scholar may correct and update the information and resubmit for verification.



More Questions?

If you have any further questions regarding the PIMS Employment Verification process, or the Rehabilitation Long Term Training Program itself, please contact the Help Desk by emailing RLTTHelpDesk@ed.gov or calling 1-800-832-8142. The Help Desk is staffed from 8 AM-8 PM Monday-Friday.